

CLASS

- CLASS (Classroom Assessment Scoring System) is a tool used to provide teachers with specific feedback about their classroom practices to enhance their teacher/child interactions within the classroom. This tool is used by conducting four 20-minute observations and coding the classroom with a range from 1 to 7 based on what is observed.
- The education coordinator conducts all CLASS observations. The education coordinator must annually complete calibration testing with Teachstone.
- New staff at the beginning of the school year will be provided an Intro to CLASS training during prep week date marked on agency calendar. Intro to CLASS training will then be provided as needed.
- CLASS reliability training will take place during the week of parent teacher conferences in October for all new center directors and then again at the February p/t conferences as needed.
- The education coordinator will dual code with center directors that have completed CLASS reliability training and are reliable as soon as possible and as needed.
- The education coordinator will do formal CLASS observations in November and April.
- The education coordinator will fill out a feedback form with the scores from all cycles, the averages of those cycles, strengths, and areas of improvement.
- Teachers, assistant teachers, center directors, and the education coordinator then meet for a CLASS feedback meeting and set a goal based on their scores from CLASS. Each person in the meeting receives a copy of the feedback form to keep in his or her files. The center director keeps a copy of the form in the employee portfolio file. ASD teachers are invited to the feedback meeting.
- The completed forms are kept under the specific classroom tab in the designated center notebook in the education coordinator's office.
- The education coordinator will forward a copy of the fall CLASS scores to the education manager, with individual classroom scores and agency scores for each domain and dimensions, as soon as the observations are completed. The process will be repeated after the spring CLASS observations.
- The education coordinator will complete one cycle CLASS observations with each new teacher in September/October. The education coordinator will rate each dimension with either low, medium or high without numerical scoring. The results will be shared with the staff and their supervisor to help support the staff in improved teaching practices. Copies of the feedback form will be forwarded to the education manager.
- In December/January, the education coordinator will schedule classroom observations for all teachers. The teacher will identify areas or times of the schedule that they would like to observe. The education coordinator will identify a classroom that would meet the teachers needs and accompany the teacher on the observation. They will meet after the observation to discuss practices or changes the teacher would like to implement.

The education coordinator will also provide an annual CLASS report to be submitted to the Education Manager. This report will note any classrooms not meeting the 10% DRS threshold.

CLASS observations and classroom visits will continue to be conducted by the education coordinator as possible, utilizing best practices and necessary accommodations needed, to meet the current program requirements in place due to COVID-19.